



Charters School

Specialist Sports and Science College

January 2012

Dear Parent/Carer

I am writing to inform you of our Sixth Form Sanctions Policy. The aim of Sixth Form sanctions is to identify those students who are failing to work consistently. Sanctions go hand in hand with support, initially from tutors, the Head of Year, and support staff in and out of school. Sixth Formers are not given points but issues are logged on the Behaviour Point system. Serious offences are referred immediately to the Head of Year who will make a judgement on how to proceed.

When a student has not completed their work, failure to clear the issue leads to the following:

1. A warning is given explaining that the work should be handed in the following day.
2. Opportunity for the work to be done at break or in a free lesson – with the teacher who set the work. Permitted Absence is not a reason not to attend.
3. After school detention is issued 24 hour notice will be given but email can be used to do this. It is the students' responsibility to read their email and failure to read their email is not an excuse.
4. Curriculum Leader or Subject Leader intervention and Faculty detention given.
5. At this point the student will have been given five opportunities to clear the issue. Completion of the work can mean a sanction is cancelled up to this point, at the discretion of the staff.
6. Detention at 3pm on Friday with the Director of Sixth Form (Ms Morrison) in the Durning Room. Miss MacDonnell keeps the log of names and sends email reminders.
7. Full Report (Permitted Absence removed) initially for a week. A letter will be sent home.
8. Parents come in to meet with the Head of Year if the Report Card is not completed satisfactorily and further action implemented.

If there are issues to do with behaviour including:

- Being late more than three times to tutor or to lessons
- Interrupting lessons, disputing a sanction
- Disrupting the Common Room or the Durning Room
- Persistent dress code problems
- Poor attendance at lessons that are not authorised

Sanctions will then begin at Point 3 with an after school detention.

If there are any issues to do with serious truancy or smoking then students begin at Point 4 with a Friday after school detention.

If you need any more information on the above then please do contact me here at school on extension 764 or email me morro001@rbwm.org

Yours sincerely

O.M. Morrison

Ms O. Morrison
Director of Sixth Form

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